

**MANAGEMENT CONTROL EVALUATION CERTIFICATION
STATEMENT**

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER
AR 5-9
IMA NETCALL #18

2. DATE OF REGULATION
16 Oct 1998

3. ASSESSABLE UNIT
Directorate of Morale, Welfare, and Recreation

4. FUNCTION
Lodging, Base Support Reimbursement and Support Agreement/MOU/MOA Process

5. METHOD OF EVALUATION (*Check one*)

X a. CHECKLIST

b. ALTERNATIVE METHOD (*Indicate method*)

APPENDIX (*Enter appropriate letter*)

6. EVALUATION CONDUCTED BY

a. NAME (Last, First, MI)
Bowers, Karen J.

b. DATE OF EVALUATION
6 Feb 2007

7. REMARKS (*Continue on reverse or use additional sheets of plain paper*)

Key management controls were tested by direct observation, file/documentation review, and sampling.

No material weaknesses were found during this evaluation period.

8.

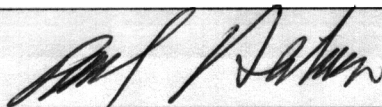
CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (*if any*) are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

(1) Typed Name and Title
Paul A. Heilman
Director of Morale, Welfare, and Recreation

(2) Signature



b. DATE CERTIFIED

7 MAR 07

TAB C

Management Control Evaluation Guide

Base Support Reimbursement and Support Agreement/MOU/MOA Process

1. Function

The function covered by this guide is the administration of the Army Base Support Reimbursement Process

2. Policies. DoD Instruction 4000.19, IMA NETCALL #18, the most current IMA OMA Funding Guidance, AR 5-9, Army Reimbursable Policy, and the most current IMA support agreement guidance.

3. Purpose

The purpose of this guide is to assist commanders and managers in evaluating critical management controls within this process, as outlined below. It is not intended to cover all controls over the reimbursement and support agreement process.

4. Instructions

Answers must be based on the actual testing of the management controls (for example, by analyzing documents, observing the support agreement manager or budget officer in operation, sampling and comparing agreements to actual financial data, simulating functions within the process to find whether controls work as intended, or other available method). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These important management controls must be formally evaluated annually given the high risk for loss of resources through incorrect reimbursements. Certification that this evaluation was conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

5. Evaluation Questions for Garrisons.

a. Does the installation supplier provide a non-reimbursable common level of support on the same basis to all Army customers without a recurring fee-for-service arrangement? If not, do controls need to be changed to correct this?

Suggested testing method: Review to determine if the garrison has implemented a CLS Catalog of Services. Review a sampling of intra-Army support agreements on file to determine if any require a recurring reimbursement for common level base support services (i.e., reimbursements other than approved above-CLS service or mission unique support.) Review a sampling of actual installation financial data reports to determine whether any intra-Army reimbursements are occurring for common level base support services that are not backed up by a support agreement.

b. Does the installation supplier charge all non-Army DoD and Federal customers for measurable and attributable incremental direct support costs? If not, do controls need to be strengthened to correct this?

Suggested testing method: Review a sampling of inter-service and intra-governmental support agreements on file to determine whether measurable and attributable incremental direct reimbursements are identified. Compare the sampling to the actual financial data reports to determine whether the reimbursements actually occurred as required.

c. Do required support agreements (DD Forms 1144) exist, or are they in the process of being developed to validate recurring reimbursable arrangements with applicable customers?

Suggested testing method: Review the non-Army customers listed on the Army Stationing and Installation Plan and on real property records to determine whether any are on post without a reimbursable support agreement. Review a sampling of actual financial data reports to determine whether recurring reimbursements are taking place without a corresponding support agreement to validate them.

d. Is a trained and experienced support agreement manager (or managers) assigned?

Suggested testing method: Observe whether a support agreement manager is assigned for the installation supplier. Interview the manager to determine level of experience and training (e.g., attending the Defense Regional Interservice Support Course, or on-the-job training).

e. Is the installation supplier keeping up adequately with the required triennial reviews of support agreements?

Suggested testing method: Review the support agreement manager's tracking records (e.g., spreadsheet) to analyze the percentage of agreements that have received a review or update sometime within the past three years.

f. Are support agreements (DD Forms 1144) signed by both the Director of Resource Management and the Garrison Commander IAW the GAO Standard of "separation of duties"?

Suggested testing method: Review a sampling of support agreements on file and note who has signed them.

g. Are customers provided sufficient lead-time (i.e., minimum 180 days) to program and budget for changes to their support agreements that cause a significant increase in cost? (Exceptions allowed in instances where annual funding program lowers base operation support; suppliers will notify customers as soon as possible how the annual funding program will affect their level of service.)

Suggested testing method: Review a sampling of correspondence and records of rate increase and note number of days notice given to customers. Interview a sampling of customer points of contact.

h. Are disputes over reimbursement responsibilities being elevated for resolution in a timely manner? Are the issues resolved quickly enough to prevent a detrimental impact to the customer's mission or the installation supplier's ability to provide support?

Suggested testing method: Review a sample of memoranda and emails that elevated reimbursement issues for resolution. Interview the customer and installation supplier representative to assess how quickly the issues were resolved and note any negative impacts.

Evaluator: KAREN J. BOWERS Title: LOGGING MAN

Signature: Karen J Bowers Date: 6 Feb 07

Describe how evaluation was conducted:

List and attach documentation that illustrates the evaluation (e.g., datacall memo and responses;

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